

BOARD OF SUPERVISORS

Brown County



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EDUCATION & RECREATION COMMITTEE

John Van Dyck, Chair
Paul Ballard, Vice Chair
David Landwehr, Kathy Lefebvre, Ray Suennen

EDUCATION & RECREATION COMMITTEE

Thursday, September 27, 2018

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEMS LISTED ON THE AGENDA

* NOTE LOCATION*

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of August 30, 2018.

Comments from the Public

Consent Agenda

1. Neville Public Museum Governing Board of September 10, 2018.
2. Golf Course Budget Status Financial Report for August 2018 (Unaudited).
3. Museum Budget Status Financial Report for August 2018 (Unaudited).
4. Parks Department Budget Status Financial Report for August 2018 (Unaudited).
5. Parks Department for August 2018 Field Staff Reports.
6. NEW Zoo Budget Status Financial Report for August 2018 (Unaudited).
7. Audit of Bills.

Communications

8. Communication from Supervisor Tran re: Request for the Education and Recreation Committee and Library Board to create a master plan for the \$20 million set aside for library construction, and for the plan to include a new library in the Stadium District housed within a mixed and multi-development building (i.e. Commercial/Residential) For September County Meeting.
9. Communication from Supervisor Erickson re: Have the Parks Department look into purchasing the old Eagle's Nest to add a much needed safe harbor and boat launch. *Referred to staff and bring back in 60 days with a follow-up.*

Library

10. Library Report.

Golf Course

11. Superintendent's Report.

Museum

12. Director's Report.

Discussion / Presentation Items / Superintendent's Report / Director's Report

Zoo & Park Management

13. Parks Department – Fairgrounds Strategic and Master Plan – *Standing Item*.
14. Director's Report – Parks Management.
15. Director's Report – NEW Zoo.

Action Items

16. Communication from Supervisor Linssen re: To include water runoff planning in the Fairgrounds Master Plan, specifically on the north side of the fairgrounds. *Referred from September County Board.*

Other

17. Such other matters as authorized by law.
18. Adjourn.

John Van Dyck, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY
EDUCATION AND RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Education and Recreation Committee was held on Thursday, August 30, 2018 at the Neville Public Museum, 210 Museum Place, Green Bay, WI

Present: Chair Van Dyck, Supervisor Landwehr, Supervisor Suennen, Supervisor Ballard, Supervisor Lefebvre
Also Present: Museum Director Beth Lemke, Deputy Museum Director Kevin Cullen, Golf Course Superintendent Scott Anthes, Zoo and Park Director Neil Anderson, Parks Business Manager Nicole Hilker, Director of Administration Chad Weininger, other interested parties.

I. Call to Order.

The meeting was called to order by Chair Van Dyck at 5:32 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Ballard, seconded by Supervisor Lefebvre to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/Modify Minutes of July 26, 2018.

Motion made by Supervisor Ballard, seconded by Supervisor Landwehr to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public – None.

Consent Agenda

1. Neville Public Museum Governing Board Minutes of August 13, 2018.
2. Golf Course Budget Status Financial Report for July 2018 (Unaudited).
3. Museum Budget Status Financial Report for July 2018 (Unaudited).
4. Parks Department Budget Status Financial Report for July 2018 (Unaudited).
5. Parks Department for July 2018 Field Staff Reports.
6. NEW Zoo Budget Status Financial Report for July 2018 (Unaudited).
7. NEW Zoo Monthly Activity Reports.

Motion made by Supervisor Landwehr, seconded by Supervisor Suennen to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Communications

8. Communication from Supervisor Tran re: Request for the Education and Recreation Committee and Library Board to create a master plan for the \$20 million set aside for library construction, and for the plan to include a new library in the Stadium District housed within a mixed and multi-development building (i.e. Commercial/Residential) For September County Meeting. *Referred from August County Board.*

Motion made by Supervisor Landwehr, seconded by Supervisor Lefebvre to hold until the September meeting. Vote taken. **MOTION CARRIED UNANIMOUSLY**

9. Late Communication from Supervisor Lefebvre re: I would like discussion on funding for Fox River Trail (i.e. donations, walk/run) to help defray county maintenance not covered by State Rails to Trails funding.

Supervisor Lefebvre informed rollerbladers and walkers do not pay to use the trail. The County pays for the snowplowing and she felt it would be interesting to try to come up with something to generate money.

Nicole Hilker, Parks Business Manager, introduced herself and informed that 1-year financial special event lookback shows \$1,950 was collected for special events and there were 10 events in 2017. Parks charges \$100 for events that are non-commercial in nature and \$275 for commercial events. In 2017 Parks received \$7,226 in donations. All events that use bikes or other fee based modes of conveyance are required to pay a daily fee of \$5.00 or purchase an annual pass for \$25. She pointed out that anything with wheels is required to pay, including rollerblades. In addition, the new Park Officer has been conducting a lot of pop-up visits to the trail and has issued citations. She noted there are "pay here" signs next to every iron ranger station along the trail and they are hopeful that that helps. Hilker concluded by saying in 2017 the trail brought in \$89,998 in pass sale revenue and the trail remains self-sufficient with a fund balance of \$88,333. No County tax dollars are utilized for state trail funding; the dollars are utilized for maintenance, staff, equipment and ground repairs. The snowplowing of the trail comes out of the pass sale proceeds and it was noted the County pays the first \$10,000 of plowing and if the cost exceeds that amount, the other municipalities then kick in.

Chair Van Dyck felt signage along the trail that sets out the annual cost to maintain the trail may be beneficial in getting people to make donations and he also felt that holding some sort of annual event would be beneficial.

With regard to the Park Officer doing checks on the trail, Hilker estimated it was probably something like 1 out of 10 that do not have passes. It is really more about educating people than upsetting users and the enforcement really seems to be well received and people are paying the citations. Hilker noted there will also be signage added at the kiosks with an education statement that the dollars go right back to the trail.

Motion made by Supervisor Lefebvre, seconded by Supervisor Ballard to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

10. **Communication from Supervisor Van Dyck re: Direct staff to draft a RFI for a possible public/private development on the Museum Campus parking lot. *Referred from August County Board.***

Van Dyck provided a handout, a copy of which is attached. He noted the parking lot was donated by the Foundation in 1997 for the sole purpose of the benefit of the Museum and there is some concern that the Museum would not benefit from any type of development in the parking lot. Sensitive to that, what is contained in the handout is something that would be incorporated into the RFI and Van Dyck would like a motion to refer to Administration to take this information into consideration. This came to light when a local developer got involved in a property in Appleton they are going to be developing and Van Dyck then asked if it was something they would be willing to do in Green Bay. He was informed they would not be interested if they were talking about the existing library downtown because there is no appeal to live above the library, but they may be interested if there was something along the river. Van Dyck's intent is to see if there is any interest in putting forth some sort of proposal.

Supervisors Suennen and Lefebvre both questioned taking space away from the parking lot and Van Dyck responded that one of the provisions would be that there needs to be ample parking for the operations. Museum Director Beth Lemke said there are 90 spots in the parking lot and there are times when that is not enough depending on the event, but there is space available for expansion on the back side of the building which would not alter the parking lot. Lefebvre added she does not feel moving the library over to the Museum is a good idea because it is difficult to get in and out. Lemke disagreed and said they do not hear complaints and they even get people to pay to park at the Museum when there are downtown events.

Supervisor Landwehr does not think there is a lot of support from the Board for this and therefore does not feel going out for RFI at this time is a good idea. He would like to look at this in the larger long-term planning scope with the Museum. Lemke responded they have daily conversations at the Museum about how to make it a sustainable, collaborative community partner in the County. It is about financial stability and environmental sustainability. From the Governing Board's perspective, they want to stay downtown and they have been working very diligently over the last five years to work within the current footprint and maximize it. Lemke continued that when the UW Extension leaves their temporary office at the Museum, she would like to see someone else come in to be a collaborative partner and she would love it to be another County department. The Governing Board is open to this because it would help from a financial standpoint as a County and community and would help the Museum become even more viable and fantastic.

Van Dyck said the RFI would be a matter of saying we have x amount of space, and if someone is interested in it, they can come and tell the County what is possible; there is not really an expectation that the Museum is going to be going anywhere else in the foreseeable future. Landwehr agreed and said one thing in the back of his mind is moving the Museum to the state prison location if that goes out. Lemke said retrofitting a building typically does not work very well; the current building was built and designed specifically to protect the collection.

Landwehr said when going out for an RFI, developers invest time, money and effort and he does not want to do that when there does not seem to be support from the Board but Van Dyck felt getting something back creates the discussion and gets the discussion going. Lefebvre feels it is always good to look at options, but noted that museums and libraries are community assets, not necessarily revenue generators. Suennen is also in favor of collecting information and is a believer in change and moving forward, but to go out for an RFI as a first introduction on this is not something that should be done today. He feels we need to be more educated and get a flavor of what direction people are thinking about.

Director of Administration Chad Weininger informed one of the reasons to engage developers is because they are the people who know what is going on in other areas when it comes to building density. An RFI could contain specifications as to what the County is looking for and developers could come forward with what they feel would meet the criteria and draw in people and create some revenue. There would be staff time in creating an RFI, but the Board would not have to spend a lot of time on this unless something good comes in. Weininger continued that we need to start looking at how to reduce operation capacity and fine tune things and build density while eliminating the duplication of services we currently have due to all the silos.

Ballard referenced the arena project and pointed out the RFI was done after the wheels had already been in motion for the convention center. He would like to see an RFI done at this time on the possible public/private development of the Museum campus parking lot to see what the proposals are so they can be taken into consideration at the time of budgeting over the next few years.

Motion made by Supervisor Van Dyck, seconded by Supervisor Ballard to refer to staff to develop an RFI to be put forward. Vote taken. Aye: Van Dyck, Ballard, Lefebvre Nay: Landwehr, Suennen. MOTION CARRIED 3 to 2

Discussion / Presentation Items / Superintendent's Report / Director's Report

Golf Course

11. Superintendent's Report.

Golf Course Superintendent Scott Anthes provided POS statistics and informed July was a good month with 6500 rounds which is only about 20 rounds less than last year. Revenue was up about \$3,000 over last year and about \$20,000 over 2016. Cart revenue continues to go up. Year-to-date rounds are still down by about 1500 compared to the last few years which is due to the weather in April. Steakhouse revenue is in line with last year. The P & L is about \$13,000 less than the last two years, but they are catching up. August numbers are pretty close to last year's figures. Lefebvre asked how the rain is affecting the rounds. Anthes said rounds have been down and noted they did not allow carts the past few days because the ground was too wet and that affects play. He also noted play typically starts to decrease at this time of the year so it was good that the rain came now rather than earlier in the summer.

Landwehr noted with the state of golf declining somewhat, some of the other area courses are having to go to cheap specials to draw golfers in and asked Anthes if the Board gives him enough flexibility to do anything like that. Anthes responded that changes have to be made at his request or through the budget process. He noted that since he has been at the golf course some specials have been created, but that has been done through the budget process. The discussion continued regarding ideas and possibilities for the future that would help the golf course given the decline in golf.

Anthes continued that he would like to thank Tiletown Brewery for their sponsorship of this year's Brown County Amateurs Golf Tournament. This three day event has been held for a number of years and the numbers have been declining just like any other golf event. This year Bob Warpinski and James Anderson got involved and were able to get Tiletown to sponsor the event. Tiletown kicked in some funds to the skins game to make it bigger for the golfers. They also provided growlers to all the skins winners and, in addition, they sold beer at the event

and gave all the profits to the steakhouse. The numbers for the event increased over last year and he thanked Titledown for all their help.

Staffing continues to be an issue at the golf course and the summer staff is now gone. They have five seasonal part-time staff along with Anthes and two others. The next two months will be challenging, but they are doing their best. Van Dyck said a lot of people he knows who work at golf courses are older gentlemen that mow the lawn so they can golf for free and questioned if there would be some way to make something like that work. Weininger said the legal piece of this would have to be considered, but changes in Chapter 4 could possibly be made to allow something like that if there was interest. Van Dyck and Landwehr both felt this was something that could be explored and could be beneficial and would warrant further consideration.

Anthes concluded by saying they have several events coming up including the CASA outing, Brown County Children's Charity, Brown County Men's Club Three Man Mixer and Brown County Big Cup Tournament.

At this time Van Dyck said he talked to Corporation Counsel in regard to reports like the above where the typical motion is to receive and place on file and it was Corporation Counsel's opinion that the motion to receive and place on file is basically irrelevant. Weininger agreed and added that the Board can choose to do business any way they want. Those on the committee agreed with Van Dyck in that the motion is basically meaningless.

No action taken.

Library

12. Director's Report.

Van Dyck informed they are in the background screening process for a candidate for the Director position, but it is taking a bit longer than was anticipated. They hope to be able to make an announcement as to the new Director next week. The new person will not start until November 1, so they will not be involved in the budget process.

The hours for the Denmark branch have been changed due to the introduction of the school security system and the library will now not open until 3:30 pm. In addition, the Village of Denmark is proceeding with some type of a community center and the Library Board is committed to exploring being a part of that which would allow shared common rooms, shared restrooms and more open hours.

No action taken.

Zoo & Park Management

13. Standing Item – Fairgrounds Strategic and Master Plan – Parks Department.

Hilker informed a meeting on this will be scheduled for some time in September.

No action taken.

14. Director's Report – Parks Management.

Hilker highlighted some of the recent events including the free fishing day at Lily Lake hosted by "fintrons" from the Wildlife Sanctuary. Over 100 children attended as well as a number of parents and grandparents. They also hosted a Movie in the Park night which they partnered with the Museum on. This was attended by over 200 people even though it was incredibly hot.

Several Supervisors asked to be notified of the date and time the meeting is scheduled on the masterplan. Van Dyck welcomed Hilker and said there are a lot of business activities and opportunities within the Parks and he wished her well in her new position.

No action taken.

15. **Director's Report – NEW Zoo.**

Zoo and Park Director Neil Anderson reported Feast with the Beasts was held recently and although it was raining very heavily, the event was attended by over 1,100 people. Over the years the proceeds from this event have supported the Zoo in a number of ways, including purchasing a digital x ray machine for the animal hospital this year.

Recent maintenance work includes replacement of the split rail fencing as well as work on the chain link fencing. The alligator exhibit has also undergone some changes to make viewing the alligator easier. Anderson also talked about the duiker which is now on exhibit and provided a picture, a copy of which is attached. Upcoming events at the Zoo include Zoo Brew on September 13 and Zoo Boo which they are working on. Anderson continued that County B is finally open which is helping people get to the Zoo. Now that County B is done they will be changing their billboard and Anderson provided a copy of the draft for the advertisement, a copy of which is attached. Anderson concluded by distributing an interesting snapshot of Midwestern zoos from the AZA that details a number of factors such as attendance, membership, trends and other information. He noted many zoos struggled with attendance in the spring of the year due to the weather.

No action taken.

Museum

16. **Director's Report.**

Museum Director Beth Lemke informed they lost a critical committee member, Jim Rivett, and she talked about how amazing he was to work with and some of the work and influence he has had on the Museum. Lemke also talked about the *Bees* exhibit and some of the activities associated with that. The exhibit will be opening on Saturday and there will be a number of activities going on at the next Explore Wednesday regarding the exhibit. Lemke also talked about the *Delay of Game* exhibit and indicated there has been nationwide coverage on the exhibit which was quite impressive. Van Dyck congratulated Lemke on the exhibit and said it was extremely well done. Ballard echoed what Van Dyck said and also thanked Lemke and her staff for the exhibit.

Lemke referenced her Director's Report and talked about the recent acquisition of a pink oven, a 1950's television and a refrigerator with a pink interior. These pieces will be added to the core gallery when it opens in 2020 in the home culture section. The Museum will also be accepting donations of two soap box derby cars that will go into the core gallery. Blue Waters continues to work on the budgetary process and how to make the best choices with all aspects of the project. Finally, Lemke shared the Parkaeology poster for the event coming up on September 29 at Bay Shore Park, a copy of which is attached. She also provided a copy of a Certificate of Affiliation presented to the Museum earlier in the day, a copy of which is attached.

No action taken.

Action Items

17. **Request for Approval re: Fee Waiver for the October 28, 2018 Stump Farm Race at the Reforestation Camp held by Ashwaubenon Nordic Ski Team.**

Motion made by Supervisor Ballard, seconded by Supervisor Landwehr to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

18. **Request for Approval re: Acceptance of Project 2255, Roof Replacements at Reforestation Camp & Pamperin Park (bid tabulation included).**

Motion made by Supervisor Ballard, seconded by Supervisor Suennen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

19. **Resolution to Approve an Underground Pipeline Easement regarding the Mountain Bay State Trail.**

Motion made by Supervisor Landwehr, seconded by Supervisor Ballard to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

20. Resolution to Approve Land Use Agreement regarding the Fox River State Trail.

Motion made by Supervisor Ballard, seconded by Supervisor Landwehr to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

21. Audit of Bills.

Motion made by Supervisor Lefebvre, seconded by Supervisor Suennen to approve the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

22. Such other matters as authorized by law.

The date of the Ed & Rec budget meeting was discussed and October 11th @ 5:30 pm in Room 200 of the Northern Building was selected. The meeting will be for budget items only, unless action is needed on something else.

23. Adjourn.

Motion made by Supervisor Landwehr, seconded by Supervisor Lefebvre to adjourn at 7:17 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Administrative Coordinator
Recording Secretary

Therese Giannunzio
Administrative Specialist
Transcriptionist

NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG

PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, September 10, 2018 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Kevin Kuehn, Bernie Erickson, Tom Sieber, Erik Hoyer, and Kramer Rock
ALSO PRESENT: Kasha Huntowski, Kevin Cullen and Beth Lemke
EXCUSED: Sandy Juno and Terri Trantow

CALL MEETING TO ORDER

1. Chair Kuehn called the meeting to order at 4:33PM.
2. **APPROVE/MODIFY AGENDA**
Motion made by Erik Hoyer and seconded by Tom Sieber to approve the agenda.
Vote taken. **MOTION APPROVED UNANIMOUSLY.**
3. **Museum Director Report.** Museum Director Lemke shared with the Board the Museum Budget Packet which included the following: The Museum's program description, Table of Organization (no change), Rates and Fees (highlighted yellow fields indicate increase or new fee), 2019 Department Initiatives, 2019-2020 Draft Temporary Exhibit Schedule, and Background on Capital Project #17.

Museum Director Lemke updated the Board on the status of the Core Gallery Renovation and the directive of Education and Recreation Committee from the August 30, 2018 meeting regarding the Museum Complex RFI. Much discussion ensued. The Board requested to see draft language prior to being sent out as well as updates from the Director post meetings with Brown County Planning and Administration. The Board recommended that the RFI be split into two drafts. The directive given to Museum Director Lemke was to work with Administration and Planning on language with the focus only on the expansion of the south side of the campus and a second draft to include language including development of the south side campus and the north side/ parking lot. Motion made by Tom Sieber and seconded by Bernie Erickson to approve the motion. Vote taken. **MOTION APPROVED UNANIMOUSLY.**

4. Such other matters as authorized by law:
Director Lemke informed the Board that she would NOT be present at the:
9/17 County Board meeting due to the Chamber Annual Dinner presentation
9/27 Education and Recreation Meeting due to accepting the American Association of State and Local History Award of Merit in Kansas City, Missouri
Next meeting of the Neville Public Museum Governing Board will be Monday October 8, 2018 at 4:30pm.
2018 meeting dates are as follows:
November 12, 2018
December 10, 2018
5. **Adjournment.** Chairman Kuehn called the meeting to an end at 5:08PM.
Motion made by Bernie Erickson and seconded by Kramer Rock to approve.
Vote taken. **MOTION APPROVED UNANIMOUSLY.**

Brown County
Golf Course
Budget Status Report

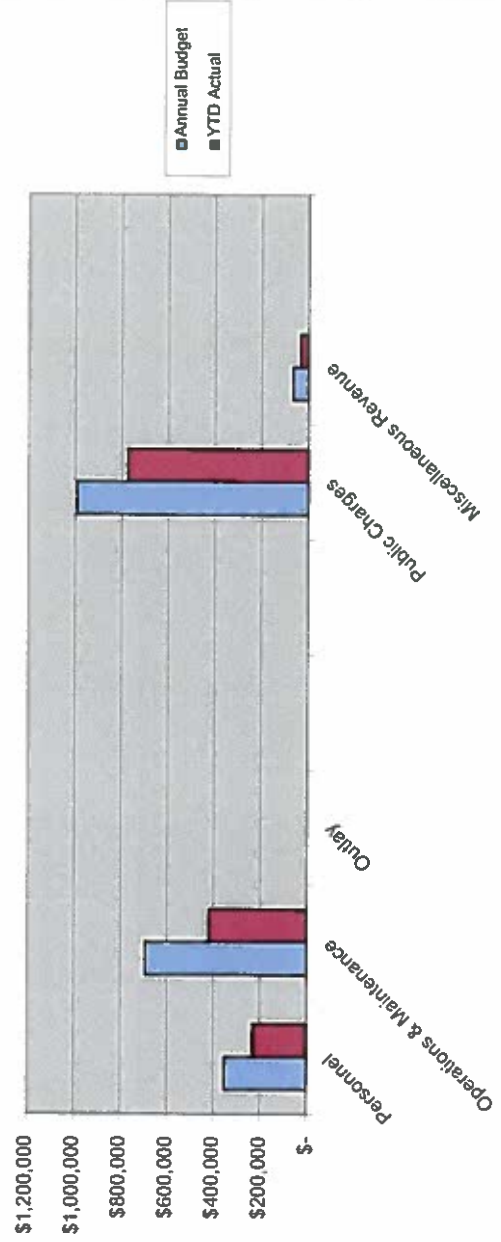
8/31/2018

	Annual Budget	YTD Budget	YTD %
Personnel	\$ 352,088	\$ 232,191	66%
Operations & Maintenance	\$ 693,509	\$ 419,585	61%
Outlay	\$ -	\$ -	0%
Public Charges	\$ 991,100	\$ 773,444	78%
Miscellaneous Revenue	\$ 66,500	\$ 34,858	52%
Public Charges consists of the following			
Green Fees	\$ 675,000.00	\$ 539,068.00	80%
Cart Fees	\$ 220,000.00	\$ 174,849.00	79%
Concessions	\$ 95,000.00	\$ 59,527.00	63%

HIGHLIGHTS:

The Golf Course is a seasonal operation that operates April through November. All expenses and revenues are well within budgeted amounts.

Golf Course Budget Analysis August 31, 2018



Museum

Budget Status Report August 2018 "Unaudited"

Prepared for presentation at the September 27, 2018 Ed & Rec

	Adopted	YTD	YTD	Comments:
	Budget	Actual	Percentage	
Property Taxes	\$ 966,988	\$ 644,666	66.7%	
Intergov Revenue	\$ -	\$ -	#DIV/0!	
Public Charges	\$ 143,550	\$ 95,112	66.3%	
Miscellaneous/ Donation Revenue	\$ 119,810	\$ 71,968	60.1%	
Other Financing Sources *budget amendr	\$ 9,041	\$ 9,041	100.0%	
Personnel Costs	\$ 616,292	\$ 412,581	66.9%	
Operating Expenses	\$ 614,067	\$ 411,342	67.0%	
Outlay	\$ -	\$ -	#DIV/0!	

Comments:

Public Charges: include gate, photo sales, vending and room rental.

Other Financing:

Miscellaneous Revenue: includes NPMF funds for exhibits and programs.

NPMF uses Intra-county expense Copy Center

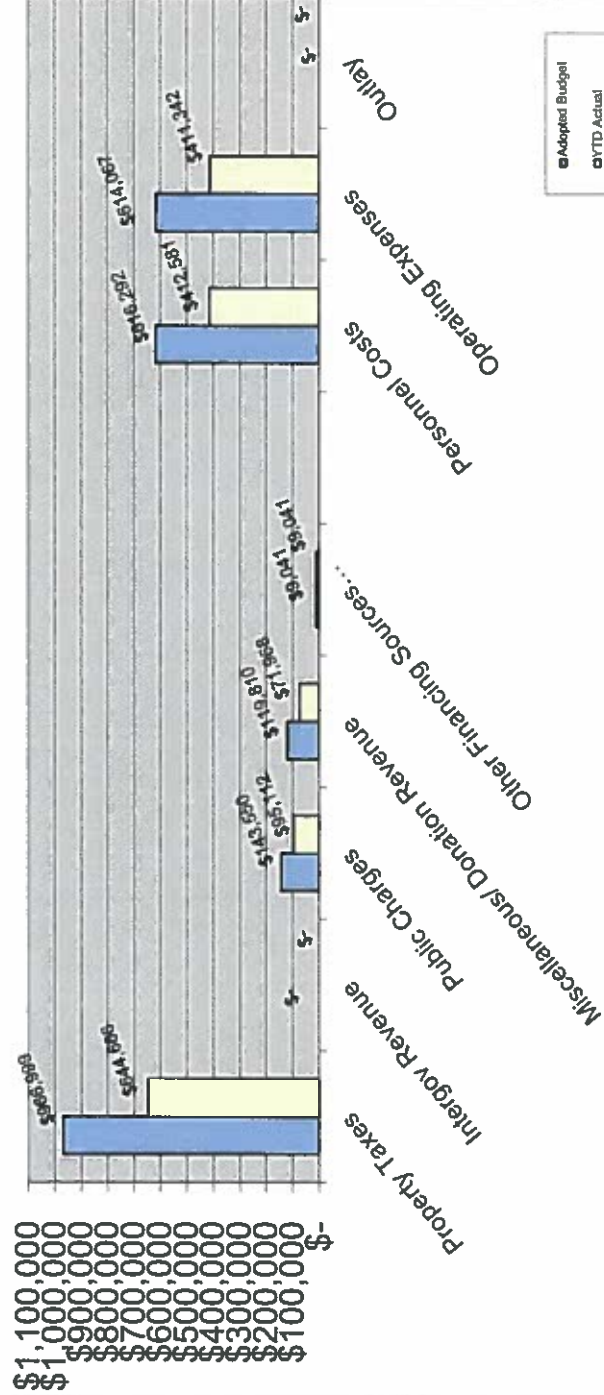
[charge back amounts are deposited in Miscellaneous Revenue line

Intergov Revenue: None in 2017

Operating Expenses has a YTD encumbrance amount of 2,220.50 for Advertising and Security

22,024.97

Museum - August 31, 2018



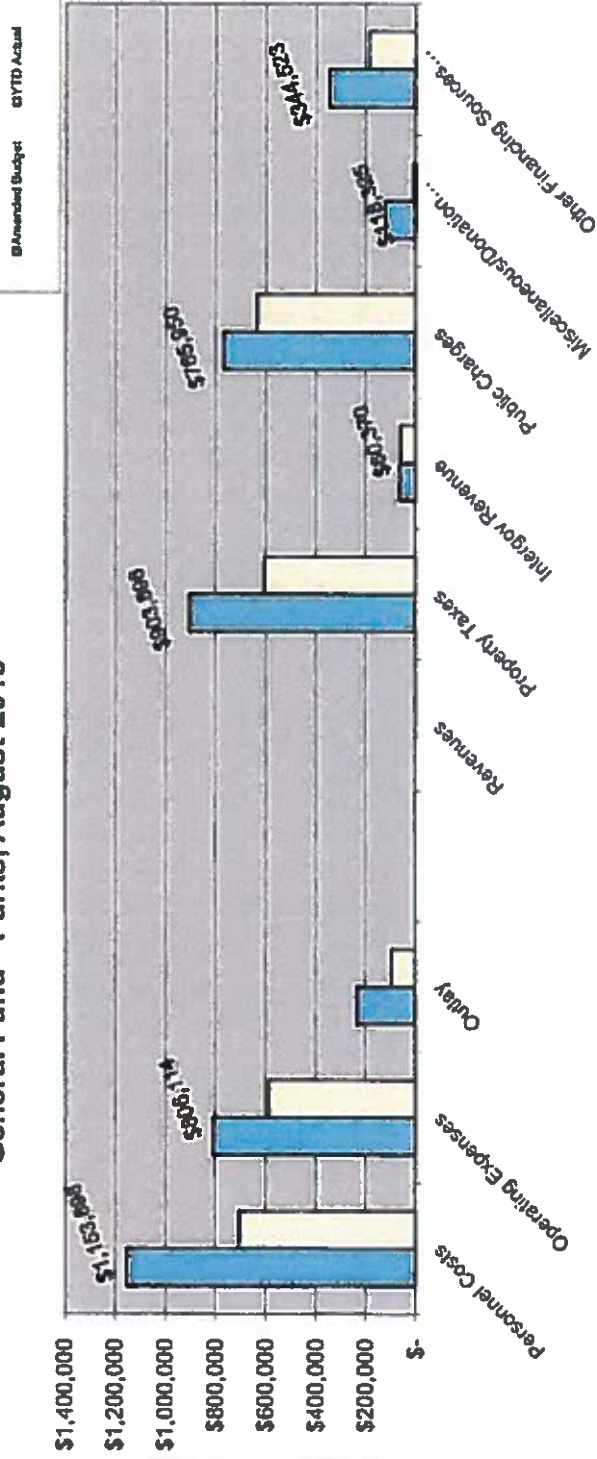
~Parks General Fund~ Budget Status Report

8/31/2018 - "Unaudited"

	Amended Budget	YTD Actual	Percent of Budget
Expenses			
Personnel Costs	\$ 1,153,898	702,782	61%
Operating Expenses	\$ 806,114	584,596	73%
Outlay	\$ 233,052	94,484	41%
Revenues			
Property Taxes	\$ 903,898	602,597	67%
Intergov Revenue	\$ 60,370	57,248	95%
Public Charges	\$ 765,950	634,875	83%
Miscellaneous/Donation Revenue	\$ 118,325	8,007	7%
Other Financing Sources *acct transfers/ carry over	\$ 344,523	184,523	54%

Comments:
 Public Charges: Include rifle range, environmental education, camping, concessions, dog park passes, bike & horse passes, shelter & building rentals.
 Intergov Revenue: Include grants
 Miscellaneous Revenue: Include equipment disposal, donations, sponsorships, other revenue
 Other Financing Sources: Include carryover, transfer in from other park accounts
 2018 Overall Park Budget with all Accounts (general fund, park donations, boat landing, land and building acquisition, trails to trails):
 Revenue YTD: \$3,448,036 Expenses: \$3,153,821

General Fund - Parks, August 2018





Prior Fiscal Year Activity Included

Summary Listing

Run by Kriese, Matt on 09/18/2018 11:54:12 AM



Budget by Account Classification Report

Through 08/31/18

Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 121 - Boat Landing										
EXPENSE TOTALS	\$207,685.00	\$0.00	\$207,685.00	\$867.51	\$0.00	\$29,497.00	\$176,188.00	14%		\$140,134.92
Fund 121 - Boat Landing Totals										
REVENUE TOTALS	115,250.00	.00	115,250.00	14,583.47	.00	95,560.18	19,689.82	83%		127,665.90
EXPENSE TOTALS	207,685.00	.00	207,685.00	867.51	.00	29,497.00	176,188.00	14%		140,134.92
Fund 121 - Boat Landing Totals										
EXPENSE TOTALS	(\$92,435.00)	\$0.00	(\$92,435.00)	\$13,715.96	\$0.00	\$66,063.18	(\$158,498.18)			(\$12,469.02)
Fund 122 - Cross Country Ski										
REVENUE										
Public Charges	27,000.00	.00	27,000.00	.00	.00	18,498.93	8,501.07	69		35,047.96
Miscellaneous Revenue	25.00	.00	25.00	.00	.00	5.00	20.00	20		7,630.00
REVENUE TOTALS	\$27,025.00	\$0.00	\$27,025.00	\$0.00	\$0.00	\$18,503.93	\$8,521.07	68%		\$42,677.96
EXPENSE										
Operating Expenses	43,550.00	.00	43,550.00	149.76	.00	5,969.71	37,580.29	14		16,212.62
Outlay	.00	.00	.00	.00	.00	.00	.00	+++		11,123.00
EXPENSE TOTALS	\$43,550.00	\$0.00	\$43,550.00	\$149.76	\$0.00	\$5,969.71	\$37,580.29	14%		\$27,335.62
Fund 122 - Cross Country Ski Totals										
REVENUE TOTALS	27,025.00	.00	27,025.00	.00	.00	18,503.93	8,521.07	68%		42,677.96
EXPENSE TOTALS	43,550.00	.00	43,550.00	149.76	.00	5,969.71	37,580.29	14%		27,335.62
Fund 122 - Cross Country Ski Totals										
EXPENSE TOTALS	(\$16,525.00)	\$0.00	(\$16,525.00)	(\$149.76)	\$0.00	\$12,534.22	(\$29,059.22)			\$15,342.34
Fund 123 - Park Land & Building Acquisition										
REVENUE										
Public Charges	30,000.00	.00	30,000.00	.00	.00	53,333.70	(23,333.70)	178		46,627.30
Miscellaneous Revenue	.00	.00	.00	.00	.00	.00	.00	+++		.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++		.00
REVENUE TOTALS	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$53,333.70	(\$23,333.70)	178%		\$46,627.30
EXPENSE										
Operating Expenses	7,000.00	.00	7,000.00	.00	3,772.00	.00	3,228.00	54		.00
Outlay	.00	.00	.00	.00	.00	.00	.00	+++		10,000.00
EXPENSE TOTALS	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$3,772.00	\$0.00	\$3,228.00	54%		\$10,000.00
Fund 123 - Park Land & Building Acquisition Totals										
REVENUE TOTALS	30,000.00	.00	30,000.00	.00	.00	53,333.70	(23,333.70)	178%		46,627.30
EXPENSE TOTALS	7,000.00	.00	7,000.00	.00	3,772.00	.00	3,228.00	54%		10,000.00
Fund 123 - Park Land & Building Acquisition Totals										
EXPENSE TOTALS	\$23,000.00	\$0.00	\$23,000.00	\$0.00	(\$3,772.00)	\$53,333.70	(\$26,561.70)			\$36,627.30
Fund 124 - Rails to Trails										
REVENUE										
Intergov Revenue	.00	.00	.00	.00	.00	.00	.00	+++		20,000.00
Public Charges	91,600.00	.00	91,600.00	8,643.81	.00	68,584.62	23,015.38	75		92,746.52
Miscellaneous Revenue	8,959.00	.00	8,959.00	.00	.00	165.00	8,794.00	2		22,706.84



Budget by Account Classification Report

Through 08/31/18

Prior Fiscal Year Activity Included

Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 124 - Rails to Trails									
REVENUE									
Other Financing Sources									
EXPENSE									
Operating Expenses									
Outlay									
REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$100,559.00	\$0.00	\$100,559.00	\$8,643.81	\$0.00	\$68,749.62	\$31,809.38	68%	\$135,453.36
REVENUE TOTALS	125,275.00	.00	125,275.00	7,119.18	4,990.00	47,410.29	72,874.71	42	125,479.75
EXPENSE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	69,816.50
EXPENSE TOTALS	\$125,275.00	\$0.00	\$125,275.00	\$7,119.18	\$4,990.00	\$47,410.29	\$72,874.71	42%	\$195,296.25
Fund 124 - Rails to Trails Totals									
REVENUE TOTALS	100,559.00	.00	100,559.00	8,643.81	.00	68,749.62	31,809.38	68%	135,453.36
EXPENSE TOTALS	125,275.00	.00	125,275.00	7,119.18	4,990.00	47,410.29	72,874.71	42%	195,296.25
EXPENSE TOTALS	(\$24,716.00)	\$0.00	(\$24,716.00)	\$1,524.63	(\$4,990.00)	\$21,339.33	(\$41,065.33)		(\$59,842.89)
Fund 125 - Veteran's Memorial Complex Lease									
REVENUE									
Public Charges									
EXPENSE									
Operating Expenses									
REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
EXPENSE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Fund 125 - Veteran's Memorial Complex Lease Totals									
REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Fund 125 - Veteran's Memorial Complex Lease Totals									
REVENUE TOTALS	270,000.00	.00	270,000.00	.00	.00	.00	270,000.00	0	.00
EXPENSE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	500,000.00	.00	500,000.00	2,071.00	.00	2,071.00	497,929.00	0	219.06
EXPENSE TOTALS	\$770,000.00	\$0.00	\$770,000.00	\$2,071.00	\$0.00	\$2,071.00	\$767,929.00	0%	\$219.06
EXPENSE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	770,000.00	.00	770,000.00	.00	17,329.00	2,071.00	750,600.00	3	2,848.75
EXPENSE TOTALS	\$770,000.00	\$0.00	\$770,000.00	\$0.00	\$17,329.00	\$2,071.00	\$750,600.00	3%	\$2,848.75
Fund 415 - Parks Improvements Totals									
REVENUE TOTALS	770,000.00	.00	770,000.00	2,071.00	.00	2,071.00	767,929.00	0%	219.06
EXPENSE TOTALS	770,000.00	.00	770,000.00	.00	17,329.00	2,071.00	750,600.00	3%	2,848.75



Budget by Account Classification Report

Through 08/31/18

Prior Fiscal Year Activity Included

Summary Listing

Account Classification	Fund	415 - Parks Improvements	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
			\$0.00	\$0.00	\$0.00	\$2,071.00	(\$17,329.00)	\$0.00	\$17,329.00		(\$2,629.69)
Grand Totals											
			3,496,300.00	1,996,898.00	5,493,198.00	210,151.83	.00	3,448,036.06	2,045,161.94	63%	3,037,483.06
			3,613,676.00	1,996,898.00	5,610,574.00	183,186.11	357,239.62	3,153,021.08	2,100,313.30	63%	2,880,312.15
			(\$117,376.00)	\$0.00	(\$117,376.00)	\$26,965.72	(\$357,239.62)	\$295,014.98	(\$55,151.36)		\$157,170.91
Grand Totals											

Grand Totals

REVENUE TOTALS

EXPENSE TOTALS

Grand Totals



General Park Maintenance & Operations

August 2018



- The Fairgrounds hosted the Brown County Fair, Ducks Unlimited, Mit Liebe German Shepherd Dog Rescue, Beja Shriners Car Show, Great Lakes Campvention, along with Exhibition building rentals.
- Bay Shore Park also hosted UWGB Freshmen class to perform a successful park clean-up.
- At Barkhausen, an Eagle Scout has completed his project of an arbor placed at the entrance of the Saputo Garden Area. In addition, several other Eagle Scouts have submitted projects including kestrel box, footbridge, rain garden, and bat houses.
- WORS (Wisconsin Off Road Series) race was held at the Reforestation Camp again this year; numbers were up with nearly 600 participants this year.
- Barkhausen had a booth with live animals, furs, and other nature center materials at a Green Bay Bullfrog baseball game. Our bullfrog, "Bubba" helped throw the first pitch. There was also a booth built and staffed by Barkhausen staff.
- Various supporters of Ducks Unlimited from across the nation were given a short presentation of the history of Barkhausen Waterfowl Preserve and a tour of the recent wetland enhancement projects.
- Trail repair work has been completed at Neshota Park after this month above average precipitation rain events.
- Bay Shore Park cleared brush and trees to open up the view from the park benches along the ridge looking out to the bay. A new water fountain was installed in the campground and a new sand digger play piece at the playground.
- Several volunteers regularly help out with various tasks at Barkhausen including repainting an outdoor sign, splitting firewood, feeding and taking care of monarch caterpillars and other animals in the nature center, repair pond nets used for programs, weed garden areas, and help with summer programs.
- Staff has been using the newly acquired (through grants), forestry skid steer with mulching head. This has been used to remove brush, primarily the invasive species buckthorn, from areas to restore habitat for wildlife and open up areas for public viewing.
- Staff replaced sections of asphalt by two bridges along the path to the Nature Center at Barkhausen to remove the trip hazard. The displays inside the Nature Center were repainted inside the nature center.
- The high capacity well at Barkhausen had the pump and valves replaced. In addition, the entire electrical system was replaced and upgraded to increase efficiency and reliability. It was put into operation to flood the southern impoundment area during the last week of August. Records are being kept on water level height and well hours to compare from previous years and plan for future usage. This project was funded by Ducks Unlimited.
- Site wide signage project has been completed at the Reforestation Camp.



Parks Report

General Parks:

- The Facebook series, Travel Tuesdays, continue where we will visit each park over the course of 18 weeks and showcase the area to the community.
- Next month the Committee and Board of Supervisors will see an updated staff report structure for the meeting. The department will highlight those topics we feel you would be most interested in; if you have suggestions please let us know!

Barkhausen:

- A grand opening was held for the Sensory Woods on September 5th.
- The premise of the Sensory Woods area is for social equity and it provides an opportunity, regardless of ability, for all to enjoy the outdoors in a safe and somewhat controlled environment. This differs from other park areas in that it is a dedicated spot for environmental interactions where residents can connect with nature and the outdoors together.

Bay Shore:

- A hired contractor continues to spray for spiders from the high use building areas
- Weekends continue to be fully reserved at the campground, and we are seeing an increase related to Packer game weekends
- A reliable network system has been installed at Bay Shore. This will allow staff to use the computer and phone and allow customers to have uninterrupted viewing of the live boat launch camera.

Neshota Park:

- Heavy rain events have caused concerns on the trails. The department closed the trails for greater than 3 weeks in the last month and a half due to washouts and flooding. We will seek advice from an engineer in an effort to reduce this issue and focus on creating a more sustainable trail network.

Fonferek:

- Park Security officer continues to patrol and enforce rules within the park, documenting over 640 visitor contacts, 93 enforcement related contacts, and 40 Violation Notices issued throughout the Parks System
- Overlook development continues

Pamperin:

- Friends group continues work on 18-hole disc golf course. This is expected to be completed in spring of 2019.
- An incident occurred where the Village of Howard Fire had to rescue an 11 year old from a toddler swing. The swing was cut off of the 11 year old. Toddler swings are designed for ages 2-5.

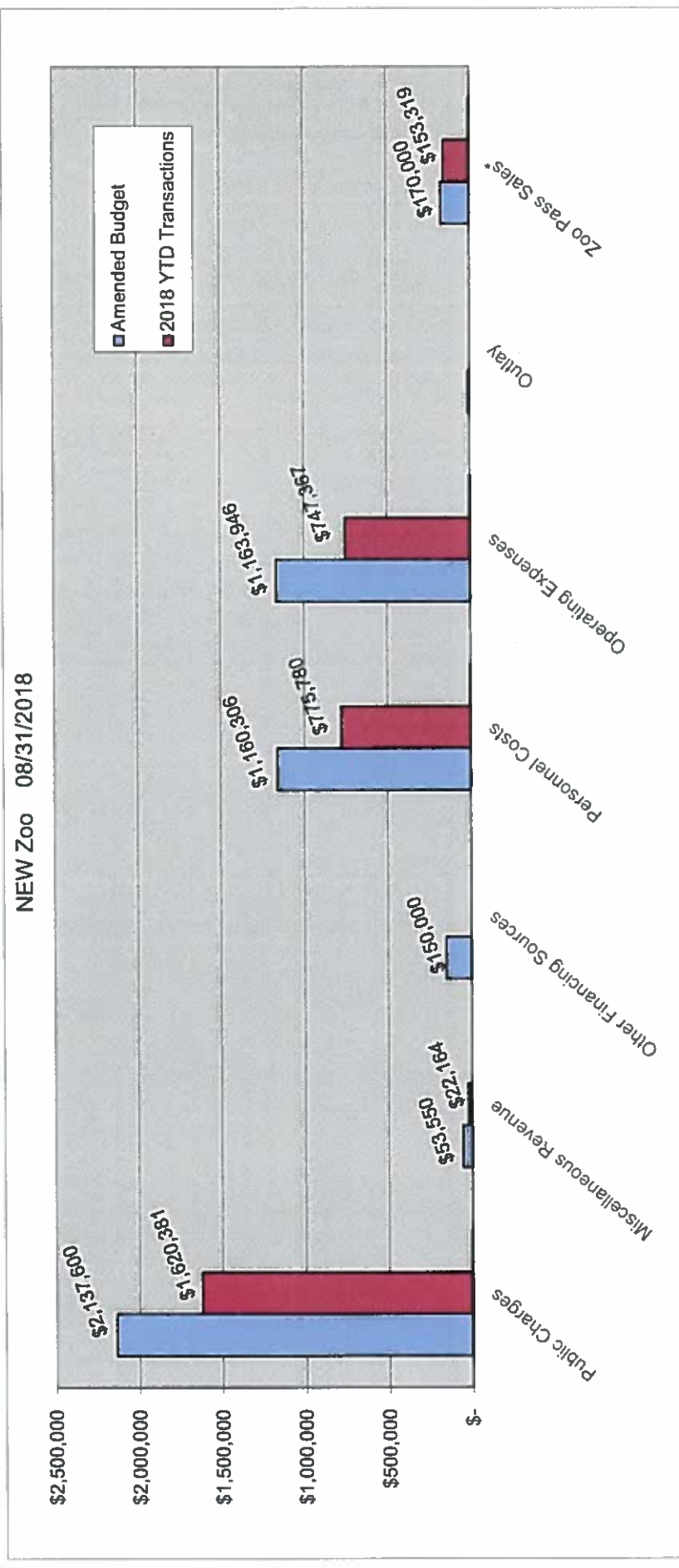
Brown County NEW Zoo
Budget Status Report (Unaudited)
8/31/2018

2018		Percent of		2017 YTD		2016 YTD		2015 YTD	
Amended Budget	2018 YTD Transactions	Budget		Transactions		Transactions		Transactions	
Public Charges	\$ 2,137,600		76%	\$ 1,620,381		\$ 1,442,381		\$ 1,597,995	
Miscellaneous Revenue	\$ 53,550		41%	\$ 22,164		\$ 16,942		\$ 7,772	
Other Financing Sources	\$ 150,000		0%	\$ -		\$ -		\$ -	
Personnel Costs	\$ 1,160,306		67%	\$ 775,780		\$ 670,110		\$ 691,895	
Operating Expenses	\$ 1,163,946		64%	\$ 747,367		\$ 763,303		\$ 727,690	
Outlay	\$ 8,000			\$ -		\$ -		\$ -	
Zoo Pass Sales*	\$ 170,000		90%	\$ 153,319		\$ 124,480		\$ 126,026	
Zoo Attendance				168,085		173,182		185,284	

Revenues: Public charges are up from 2016 but below 2017. Zoo Passes are up. Attendance numbers are down due to April blizzard, cold spring, hot summer and City B ramp closed June through most of July.

Expenses: Personnel costs are up for 2018 with addition of Acct Clerk, Summer Educator and Summer Maintenance Painter positions. Operating expenses are slightly down from 2017.

*Zoo Pass Sales have been included in Public Charges ~ used for comparison only





BROWN COUNTY LIBRARY
515 Pine Street, Downtown Green Bay, WI 54301-5194

News Release ***For Immediate Release***

Contact: John Van Dyck, President, Brown County Library Board VanDyck_JR@co.brown.wi.us

September 14, 2018

Brown County Library Names New Executive Director

The Brown County Library Board of Trustees is pleased to announce that Ms. Sarah Sugden has been selected as the new Brown County Library Director. The Library Board at their August board meeting confirmed her appointment. Ms. Sugden will begin in the position on November 5, 2018.

"The board is extremely impressed with Sarah's experience, knowledge and commitment," said Board President John Van Dyck, "Her results-driven leadership style, record of innovation, fiscal management, team building, and community involvement makes her the leader that the Board was seeking to head Brown County Library."

Sugden brings over 13 years of experience as a library director in Waterville, ME. After her early term of library jobs, she launched her professional library career as a Youth Librarian in 1997 at the Mesquite Branch of the Phoenix (AZ) Public Library. She then served as Media Coordinator/Librarian at Newton-Conover High School (Newton, NC) in 2000; and Senior Librarian/Youth Services, Cambridge (MA) Public Library, Main Library in 2001, before becoming director of her childhood library, the Waterville (ME) Public Library, in 2005. Because of her library management and leadership, advocacy campaigns for capital improvements successfully secured \$1.5 million in municipal support, and a \$3.1 million capital campaign for renovation and expansion of a historic building and enhanced library programs was successfully completed.

Sugden is passionate about giving people as many opportunities as possible to transform their lives for the better. She looks forward to strengthening the Brown County Library's future - bolstering community engagement, augmenting accessibility and presence, and fostering fiscal and administrative strength. She succeeds Brian Simons who served as Library Director from March 2015 – April 2018.

The mission of the Brown County Library System, comprised of a Central Library, eight branches and Bookmobile, is to be a catalyst for community advancement.

###

SARAH A. SUGDEN

207.649.7284 • sarahannesugden@gmail.com

EXECUTIVE LEADER AND ADMINISTRATOR

Recent recipient of the Institute of Library and Museum Services' National Medal for Museum and Library Service. Visionary and dynamic strategy executive who possesses 30 years of broad experience in diverse libraries. Highly accomplished library administrator and executive leader. Proven track record of building effective partnerships with diverse organizations and individuals. Inspiring, positive, friendly, and engaging community leader.

CORE COMPETENCIES

Strategic Leadership
Consensus Building

Community Partnerships
Fundraising and Development

Team Leadership
Financial Accountability

HONORS:

- 2017 National Medal for Museum and Library Service from the Institute of Museum and Library Services; award is given to organization that demonstrates extraordinary and innovative approaches to public service and contribute significantly to their well-being of their community.
 - 2014 I Love My Librarian Award by the Carnegie Corporation of New York/*New York Times*/American Library Association; award is given to individual librarian for outstanding public service.
 - 2012 Community Service Project of the Year from the Mid-Maine Chamber of Commerce; award is given to a non-profit that enhances the community, strengthens the economic well-being of the area, and encourages further development in the region.
 - 2011 William R. Cotter Award from the Waterville Regional Arts and Community Center; award is given to individual for service and dedication to the pursuit of cultural and artistic development in region.
 - 2011 Rising Star Award from the Mid-Maine Chamber of Commerce; award recognizes an individual under the age of 40 for leadership and contributions to the community.
 - 2008 Maine Library Excellence Award from the Maine State Library; award given to a Maine library for excellence in programming.
 - 1999 Excellence Award by City of Phoenix; award is given for exceptional work performance.
-

PROFESSIONAL EXPERIENCE:

Library Director, WATERVILLE (ME) PUBLIC LIBRARY

2005 - present

Provide highest level of executive leadership and comprehensive library administration, including supervision of staff, program development, facility maintenance, and external community partnerships. Direct strategy and operations, program and fiscal management, compliance and reporting, fundraising and development. Speak about and represent library to community, media, stakeholders, decision-makers, funders, government and public officials. Work with governing board, municipal departments, and elected officials to ensure equitable access and greatest impact of efforts.

- **Project Management**
 - Lead multiple, simultaneous complex projects. Formulate and implement strategy, plans, and budget to ensure initiatives are completed on time and in budget.
 - Managed staff, public relations, and library operations during all phases of multi-million dollar building renovation and expansion project.
- **Financial and Fundraising Management**
 - Empowered board and volunteer team members in successful advocacy campaigns for capital improvements securing \$1.5 million in municipal support, and successfully completed \$3.1 million capital campaign for renovation and expansion of historic building and enhanced library programs.
 - Increased annual development and fundraising revenue by 775%.

- **Partnership Building and Stakeholder Engagement**
 - Developed a Business and Career Center offering regular programming for jobseekers and businesses through collaboration with local and state workforce, community, and economic development partners, including the local Chamber of Commerce, the State CareerCenter, and local adult education. In 2018, the Maine Department of Labor Library's Business and Career Center was named a best practice by the Maine Department of Labor.
 - Established community arts coalition with external partners, resulting in a community cultural plan, enhanced collaboration among local partners, and more than \$2 million in private investment.
 - Leveraged library's resources to create a multi-sectoral network on early childhood services, which successfully created a high-quality learning and development center partnering with parents and the community. Impact of the center includes improved school readiness and parent engagement.

Senior Librarian/Youth Services, CAMBRIDGE (MA) PUBLIC LIBRARY, MAIN LIBRARY 2001 –2004

- Managed all operations of busy department serving an active and diverse community.
- Collaborated with external community agencies and organizations to develop programs and initiatives serving youth and families.
- Served as Interim System Coordinator of Children's Services, supervising and coordinating efforts of Youth Services staff of 7 libraries.

Media Center Coordinator/Librarian, NEWTON-CONOVER HIGH SCHOOL (Newton, NC) 2000 – 2001

- Managed all aspects of daily operations of public high school media center serving a diverse population.
- Served on Building Leadership Team, overseeing organizational process for school improvement.
- Increased engagement with students and teachers through diverse and creative tactics.

Librarian I/II, Youth and Teen Services, PHOENIX (AZ) PUBLIC LIBRARY, MESQUITE BRANCH 1997-1999

- Performed wide range of professional work at a busy, urban branch library. Duties included collection development, programming, outreach, reference, readers' advisory, bibliographic instruction, and participation in system-wide meetings of Youth Services librarians.
- Chaired city-wide Teen Summer Reading Program Committee, serving 250,000 teens in 13 library locations.
- Worked with Teen Library Council to develop teen library services, resources, and programs throughout city.

EARLY CAREER EXPERIENCE:

BAKER LIBRARY, HARVARD UNIVERSITY GRADUATE SCHOOL OF BUSINESS – Corporate Information Assistant

SNELL LIBRARY, NORTHEASTERN UNIVERSITY – Reference Assistant

SHERMAN ART LIBRARY, DARTMOUTH COLLEGE – Circulation Assistant

MILLER LIBRARY, COLBY COLLEGE – Circulation and Interlibrary Loan Assistant

WATERVILLE (ME) PUBLIC LIBRARY – Library Page, Puppeteer, and Circulation Assistant

SELECTED PROFESSIONAL ACTIVITIES

- American Library Association, Member
- Maine Library Association, Member
- Maine Library Association Communications Committee, Chair, 2011 – 2013
- Maine Library Association Secretary, 2005 – 2006
- Maine Library Association Conference and Continuing Education Committee, Chair, 2007
- Minerva Library Network Executive Committee, 2005-2006
- Minerva Library Network Planning Committee, 2006-2007
- Central Maine Library District Public Relations Committee, 2005-2007
- Maine Library Mascot Development Committee, 2007 (<http://www.maine.gov/msl/libs/pr/mascot/index.shtml>)

SELECTED COMMUNITY ACTIVITIES

- Featured in *The Rotarian* magazine, February 2017 (<https://www.rotary.org/en/rotarian-trains-volunteers-reading-program>)
 - 2018 Thomas College (ME) Plugged In Series storyteller (<https://www.youtube.com/watch?v=hDcTGv9FSXw>)
 - Waterville Rotary Club, Member 2005 – present
 - President 2009 – 2010
 - Secretary 2011 – 2014
 - Youth Engagement Chair 2015 - 2017
 - Waterville Historical Society, Board of Directors, 2012 – present
 - Redington Museum, Curator, 2012 – 2017
 - Greater Waterville Communities for Children and Youth, 2005-2015
 - United Way of Mid-Maine, Board of Directors, 2007-2009
 - Waterville Main Street, Board of Directors, 2006-2009
 - Vassalboro (ME) Community School Board & Contract Negotiations Committee, 2008-2011
-

EDUCATION

SIMMONS COLLEGE, GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE, Boston, MA MSLIS, Specialization in Youth Services	1997
DARTMOUTH COLLEGE, Hanover, NH BA, History	1996

REFERENCES

Cindy Jacobs, President
Waterville Public Library Board of Trustees
73 Elm Street
Waterville, Maine 04901
cgiacobs@me.com
207.242.8009

Kimberly Lindlof
Mid-Maine Chamber of Commerce, President & CEO
Central Maine Growth Council, Executive Director
50 Elm Street
Waterville, Maine 04901
kimberly@midmainechamber.com
207.873.3315

Tammy Rabideau, Associate Director
Waterville Public Library
73 Elm Street
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trabideau@watervillelibrary.org
207.680.2611

**Supplemental Information Sheet
Brown County (WI) Library Executive Director**

Name: Sarah A. Sugden

Date Completed: 7/24/18

Please base your responses on your current or most recent library or organization. If your experience other than your current or most recent is particularly germane, please provide that information, with a notation that it is from an earlier position and provide the name of that institution.

1. You and your basic qualifications:
 - a. Current place of employment: Waterville (ME) Public Library
 - b. Current title: Library Director
 - c. Do you hold an ALA-accredited Master's Degree in Library Science? Yes
 - d. Do you currently have or qualify for the Wisconsin Grade I Public Library Certification? Yes
 - e. Do you have a minimum of five years of professional progressively responsible work with three years in a management/leadership role? Yes
 - f. Please list positions/titles held to account for the above experience in (e):
 - a. Library Director, Waterville (ME) Public Library, 2005 – present
 - b. Senior Librarian, Cambridge (MA) Public Library, 2001 – 2004
 - c. Media Center Coordinator/Librarian, Newton-Conover (NH) High School, 2000 – 2001
 - d. Librarian II, Phoenix (AZ) Public Library, 1998 – 1999
 - e. Librarian I, Phoenix (AZ) Public Library, 1997 – 1998
2. Briefly describe your current or most recent library or organization:
 - a. Type of library or organization (district, municipal, academic, non-profit, school, etc.): Quasi-municipal
 - b. Total budget of organization: \$664,172
 - c. Primary source of funds (city/county appropriation, levy, state, etc.): Municipal appropriation
 - d. Population of legal service area: 16,770 (City is micropolitan hub with a 30-mile geographical service population of 224,072.)
 - e. Total number of staff—in FTEs: 10.75
 - f. Number of people reporting directly to you: 6
 - g. Total number of facilities, including main or headquarters? 1
 - h. Total size (in sq. ft.) of the main library or largest facility. 19,000 sf
3. Governance structure:
 - a. To whom do you report directly: I report to a governing board, as well as to members of municipal government.
 - b. Do you have any dual reporting responsibilities? Yes. In addition to a governing board, I report to the City Manager and elected Council and Mayor.

- c. Does your organization have a Board or equivalent body?
- Is it a governing or advisory board? Governing
 - Elected or appointed? Appointed
 - Size of board: 12 members (In 2013, the size of the Board was reduced from 17 members.)
4. Have you ever worked for/reported directly to a governing Board?
- I currently report to a governing board. In addition, I have extensive experience serving on a number of governing boards, including institutions with annual budgets of \$20 million. In the last 12 months, I have had training on board accountability and systems for proper oversight of finance, accounting, compliance, and HR management.
5. What experience do you have working in a multi-location environment?
- I have worked in the Phoenix (AZ) Public Library system (17 locations) and the Cambridge (MA) Public Library system (7 locations). This experience includes work at both a branch library and a central/main library.
6. Briefly, what experience (if any) do you have with budgeting and fundraising.
- Since 2005, I have been responsible for the oversight of an annual operating budget, restricted endowment funds, as well as contributed and earned income streams. With the Board Finance Committee, I develop annual operating budgets and provide regular financial reports. I monitor library expenditures and revenues. Over the past two years, I have worked with the municipal Finance Department to transfer to them all library bookkeeping and payroll functions. I provide materials as required for the annual audit of library finances.
- I have broad experience in fundraising, including a successful capital campaign, annual funds, appeals, events, grants. I have had recent fundraising training in major donor solicitations, grants, and annual appeals.
7. Please list what you feel are the two or three most significant, professional achievements thus far in your career. (Please be brief and concise.)
- During the greatest economic recession since the Great Depression, I successfully used community engagement strategies and political savvy to secure private and public funds needed to repair and expand a historic library building. Public contributions included municipal bond funds, which received unanimous support from elected officials, including from the fiscally conservative Mayor, who is currently serving as the Governor of Maine.
 - Working with local partners, including the Chamber of Commerce, the local Adult and Community Education program, local Community Action Program, and the Maine Department of Labor, I established a Business and Career Center at the library after state budget restrictions

closed the state-funded CareerCenter in the community. The library's BCC has become the hub of workforce development activity in the region. A dynamic and effective way to help citizens get on the pathway to prosperity, the BCC leverages library resources and assets through collaboration with external partners. In 2018, the BCC was named a best practice by the Maine Department of Labor.

8. If you are selected and hired for this position, are you able to provide documentation to prove that you are eligible to work in the US? Yes
9. If someone at the Brown County Library does an Internet search on your name and position, is there anything about your professional conduct that they might find that could be potentially embarrassing, could impair your ability to work or will otherwise need further explanation and/or clarification? If so, please explain the circumstances. No Internet search of my name would yield any content that could be potentially embarrassing or impair my ability to work.
10. In your professional career, have you ever been dismissed, asked to resign or had any instances of interrupted employment (where you left one job without having another to go to)? No
11. If "yes" to #10 please provide a brief explanation(s) of that (those) situation(s):
12. Do you understand that if reliable information is found contrary to your responses above, and/or if any professional or employment changes occur during the course of the search which would alter your responses above (particularly relating to items #9 and #10) and you fail to inform us of these situations or circumstance, it could disqualify you as a candidate for this position? Yes

Thank you for your continued interest – Bradbury Miller Associates

GOLF COURSE FINANCIAL STATISTICS
For AUGUST, 2018



GOLF COURSE REVENUE:

	AUGUST ROUNDS	AUGUST REVENUE	YEAR TO DATE ROUNDS	YEAR TO DATE REVENUE
2018	6,000	\$ 164,701.00	23939*	\$ 758,562.03
2017	5,801	\$ 148,737.05	25412**	\$ 734,754.56
2016	6,012	\$ 159,334.00	25829***	\$ 643,386.00

TOTAL SEASON PASS REVENUE	
2018	\$ 122,195.00
2017	\$ 126,402.40
2016	\$ 117,571.50

PRO-SHOP SHARED REVENUE (CARTS):

	AUGUST COUNTY SHARE	YEAR TO DATE COUNTY SHARE
2018	\$ 35,655.60	\$ 134,168.90
2017	\$ 31,652.35	\$ 130,109.00
2016	\$ 36,287.30	\$ 132,293.15

SAFARI STEAKHOUSE SHARED REVENUE:

	AUGUST COUNTY SHARE	YEAR TO DATE COUNTY SHARE
2018	\$ 10,573.14	\$ 59,526.86
2017	\$ 10,637.85	\$ 59,595.63
2016	\$ 11,488.27	\$ 55,451.14

P&L YEAR TO DATE	
2018	\$ 808,462.39
2017	\$ 816,956.99
2016	\$ 813,885.07

Golf Course Opening Day
2018 *April 30th
2017 **April 10th
2016 ***April 15th

NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG



Neville Public Museum Director's Report
Education & Recreation Committee Brown County Board of Supervisors
For Thursday, September 27, 2018, submitted Tuesday, September 17, 2018

Operations:

Since our last meeting, we hosted our ninth Explorer Wednesday for Brown County residents with the Brown County Beekeepers Association, Brown County Dairy Promotions and the Wisconsin Honey Queen, participated in outreach at Art Street, the On Broadway and Downtown Green Bay Farmers Markets, welcomed the grand opening of our *BEES* exhibit, and had a visit from Christian W. Overland the Ruth and Hartley Barker Director for the Wisconsin Historical Society to accept the 2018 Exhibit award of Merit for *Estamos Aquí: Celebrating Latino Identity in Northeast Wisconsin*.



Wisconsin Historical Society Exhibit Award of Merit Presentation



Brown County Beekeepers Association on Explorer Wednesday and the Wisconsin Honey Queen.

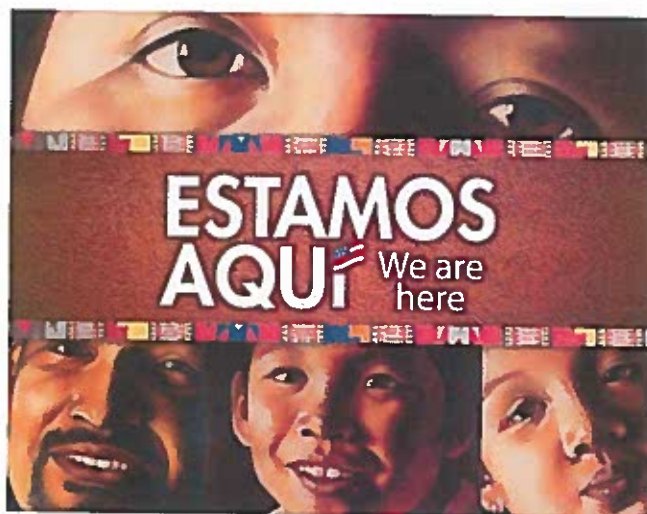
AASLH: For over seventy years, AASLH has given Leadership in History Awards to establish and encourage standards of excellence in the collection, preservation, and interpretation of state and local history in order to make the past more meaningful to all people.

By publicly recognizing superior and innovative achievements, the Leadership in History Award winners serve as models and inspirations for others in the field. We offer awards for many different types of projects, including publications, exhibits, public programming, and more. Award winners come from all over the country, from organizations of all kinds, sizes, and budgets.

The awards program is non-competitive, meaning your nomination is not in competition with others for a finite amount of awards. Your nomination is evaluated alone on its own merits.

The Award of Merit is presented to recognize excellence for projects (including civic engagement, special projects, educational programs, exhibits, publications, etc.), and individual achievement. This is the main award for which applicants nominate projects or people.

The Neville Public Museum of Brown County was selected as a 2018 Award of Merit winner by the Leadership in History awards committee for *Estamos Aquí: Celebrating Latino Identity in Northeast Wisconsin*. The AASLH Leadership in History Awards is the nation's most prestigious competition for recognition of achievement in state and local history.



Focus On Collections: In preparation for the Core Gallery Renovation, Collections Committee accepted a donation related to soap box derby racing. Pictured below is the recent donation by Joe King.

The collection consists of

- 2 soap box derby race cars which were built by the donor and his father. One is from 1975. Joe King won the local race and went on to Akron, Ohio to participate in the national race. He did not win in Akron. The other car is from 1974 in which he placed 8th in the local race.

In addition to the cars and a box of extra wheels, there are:

- 5 trophies
- one lot of manuscript material including original hand drawn construction plans, tickets to the All-American Soap Box Derby in Akron, a telegram and cards from friends, the race brackets, and newspaper articles
- Various souvenir buttons and other items acquired in Akron
- 1 helmet
- Numerous photos and negatives related to the races and car building

Neville Public Museum Online Photo Sales <http://photos.nevillepublicmuseum.org/>

2018	Sessions	Users	Page Views	Bounce Rate
January	1,253	938	24,575	46.45%
February	1,148	832	31,424	36.50%
March	1,270	848	51,048	39.76%
April	1,142	819	26,834	40.28%
May	787	617	24,261	37.61%
June	781	581	28,034	41.23%
July	773	625	15,642	42.17%
August			13,241	43.42%
2017	11,025	7,999	211,921	37.33%
2016	12,332	8,539	190,446	37.79%
July 2015-Dec. 2015	7,413	5,410	116,072	51.03%

Neville Public Museum Website www.nevillepublicmuseum.org

2018	Visits	Page Views
January	33,618	59,089
February	27,633	40,183
March	32,153	45,282
April	39,090	48,536
May	40,945	48,519
June	23,573	32,986
July	26,136	37,405
August	35,628	45,666

2017 total visits = 431,095

2016 total visits = 207,917

2015 total visits = 204,431

2014 total visits = 131,438 (*62% increase over 2013)



2018 Neville Public Museum Facebook

August

Daily Page Engaged Users 3,135

(The number of people who engaged with our page including any click or story created)

Daily Total Reach 69,761

(The number of people who have seen any content associated with our Page.)

July

Daily Page Engaged Users 4,145

Daily Total Reach 69,484

June

Daily Page Engaged Users 2,129

Daily Total Reach 41,562

May
 Daily Page Engaged Users 2,705
 Daily Total Reach 50,681

April
 Daily Page Engaged Users 5,093
 Daily Total Reach 70,775

March
 Daily Page Engaged Users 2,805
 Daily Total Reach 51,048

February
 Daily Page Engaged Users 2,238
 Daily Total Reach 35,447

January
 Daily Page Engaged Users 4,152
 Daily Total Reach 78,934

2017
 Total Page Likes 5,388
 People Engaged 36,250
 Total reach 604,503

2016 *social media boost funding is being utilized and decided upon in house vs. by a firm

Total Page Likes 4,798
 People Engaged 34,517
 Total reach 582,321

2015
 Total Page Likes 4,100
 People Engaged 36,981
 Total reach 833,877

2014
 Total Page Likes 2,718
 People Engaged 24,712
 Total reach 1,127,429 *Per the JEM grant social media funding was \$10,000 in FY 14 with spend emphasis on the Temporary Green Bay Packers Hall of Fame exhibit.

Temporary Exhibits



Our Brown County {1818 - 2018} -.Our Brown County is a celebration of 200 years of history focusing on the stories that make Brown County the place we choose to live, work, and play. Explore these stories through 50 artifacts, 50 photographs, 50 people, and 50 places that demonstrate the complex, diverse, and rich history of Brown County. Brown County was established in 1818, becoming the first boundary lines west of the Great Lakes—that's 30 years before Wisconsin became a state! Over the past two centuries, the residents

of Brown County have left their unique mark on the landscape of Northeastern Wisconsin. (May 29, 2018 - October 6, 2019)



Delay of Game: Experiences of African American Football Players in Tittletown - It has been one hundred years since the Green Bay Packers were formed but African American players have only been part of the story since 1950. These athletes made an immediate impact on the game, but what happened off the field? In this exhibit, discover how the challenges and contributions of African American players have changed our community. (August 11, 2018 – March 10, 2019)



Bees! - Unlock the secret lives of bees and how these tiny insects have a big impact on your life. Bees are more than buzzing bugs that sting; they play a dynamic role in the environment and our agriculture. Adventure into the hive to discover how bees live and work and why threats to them impact you. **(September 1, 2014 – November 4, 2018)**

Holiday Memories: Downtown Green Bay - The animated figures that once adorned the H.C. Prange's department store windows are featured in this exhibit along with the Enchanted Forest, the Snow Babies and charming forest animal collections. There also is the Children Only Shop, and Bruce the Spruce, the loveable talking Christmas tree who once chatted with holiday shoppers at Prange's. Holiday Memories is a wonderful family tradition. **(November 15, 2018 – January 6, 2019)**

Upcoming Events

October 2018

Wednesday, 10/3/18 Explorer Wednesday - 5:00 - 7:00 p.m.
Saturday, 10/6/18 Neville Soda Series – Door Co. Cherry Cola - 11:00 a.m. - noon
Thursday, 10/11/18 Dinner Program – Wisconsin's Busy Bees 5:00 – 7:00 p.m. *register online at NevillePublicMuseum.org
Tuesday, 10/16/18 SPARK! – 10:00 a.m. – noon
Monday 10/15 – Friday 10/19, Morbid Curiosities - *register online at NevillePublicMuseum.org
Friday, 10/26/18 Special Event – Brown County Birthday Party 10:00 a.m. – 6:00 p.m.

November 2018

Wednesday, 11/7/18, Explorer Wednesday - 5:00 - 7:00 p.m.
Thursday, 11/8/18 Dinner Program – Harry Sydney: Life Beyond Football 5:00 – 7:00 p.m. *register online at NevillePublicMuseum.org
Saturday, 11/10/18, Neville Soda Series – Orange Citrus Soda - 11:00 a.m. – noon
Thursday 11/15/18, Opening Reception – Holiday Memories - 6:00 – 8:00 p.m.
Saturday, 11/17/18, Children Only Shop – Noon – 3:00 p.m.
Saturday, 11/17/18, Bruce the Spruce, 10:00 a.m. – Noon, 2:00 – 4:00 p.m.
Tuesday, 11/20/18, SPARK! – 10:00 a.m. – Noon
Friday, 11/23/18, Children Only Shop – Noon – 3:00 p.m.
Saturday, 11/24/18, Children Only Shop – Noon – 3:00 p.m.
Saturday, 11/24/18, Bruce the Spruce, 10:00 a.m. – Noon, 2:00 – 4:00 p.m.

December 2018

Saturday, 12/1/18, Children Only Shop, Noon – 3:00 p.m.
Saturday, 12/1/18, Bruce the Spruce, 10:00 a.m. – Noon, 2:00 – 4:00 p.m.
Saturday, 12/1/18, Holiday Winter Warm Up, 12:30 – 2:00 p.m.
Wednesday, 12/5/18, Children Only Shop, 5:00 – 7:00 p.m.
Wednesday, 12/5/18, Explorer Wednesday - 5:00 - 7:00 p.m.
Wednesday, 12/5/18, Bruce the Spruce 5:00 – 7:00 p.m.
Wednesday, 12/5/18, Holiday Winter Warm Up, 5:30 – 7:00 p.m.
Thursday 12/6/18, Dinner Program – The Nutcracker 5:00 – 7:00 p.m. *register online at NevillePublicMuseum.org
Saturday, 12/8/18, Children Only Shop, Noon – 3:00 p.m.
Saturday, 12/8/18, Bruce the Spruce, 10:00 a.m. – Noon, 2:00 – 4:00 p.m.
Saturday, 12/8/18, Holiday Winter Warm Up, 12:30 – 2:00 p.m.
Tuesday, 12/11/18, A Night at the Museum
Saturday, 12/15/18, Children Only Shop, Noon – 3:00 p.m.
Saturday, 12/15/18, Bruce the Spruce, 10:00 a.m. – Noon, 2:00 – 4:00 p.m.
Saturday, 12/15/18, Holiday Winter Warm Up, 12:30 – 2:00 p.m.

Wednesday, 12/19/18, Children Only Shop, 5:00 – 7:00 p.m.
 Wednesday, 12/19/18 Bruce the Spruce 5:00 – 7:00 p.m.
 Saturday, 12/22/18, Bruce the Spruce, 10:00 a.m. – Noon, 2:00 – 4:00 p.m.
 Saturday, 12/29/18, Bruce the Spruce, 10:00 a.m. – Noon, 2:00 – 4:00 p.m.
 Monday, 12/31/18, Bruce the Spruce 5:00 – 7:00 p.m.

Neville Public Museum Attendance and Revenue Comparison

	2014		2015		2016		2017		2018	
	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue
January	1,825	\$4,601.00	3,847	\$ 8,068.50	2,358	\$ 6,866.50	2,504	\$ 6,942.00	3,826	\$10,883.00
February	2,545	\$4,401.00	4,597	\$ 8,394.00	2,642	\$ 6,138.00	2,984	\$ 6,437.00	3,295	\$7,749.50
March	3,280	\$7,959.50	3,375	\$ 6,749.00	3,828	\$ 9,645.50	3,703	\$ 10,835.25	4,757	\$10,527.50
April	3,705	\$6,518.00	2,981	\$ 4,080.00	4,757	\$ 7,675.00	4,436	\$ 6,470.50	4,826	\$6,547.00
May	3,517	\$6,212.00	3,275	\$ 4,777.50	3,963	\$ 5,623.00	4,338	\$ 6,243.50	3,521	\$5,068.50
June	3,358	\$7,890.50	3,212	\$ 6,432.75	3,795	\$ 9,047.50	3,885	\$ 9,918.50	3,589	\$7,916.50
July	3,623	\$11,645.50	2,913	\$ 6,682.00	4,092	\$ 13,177.50	3,482	\$ 8,957.50	3,631	\$9,294.00
August	4,222	\$11,946.00	3,388	\$ 8,064.00	4,387	\$ 12,123.50	3,586	\$ 10,096.00	3,469	\$8,835.00
September	2,881	\$6,359.50	2,251	\$ 3,778.00	2,986	\$ 5,410.00	3,303	\$ 7,269.50		
October	4,059	\$9,668.50	3,668	\$ 5,426.00	3,848	\$ 6,561.50	4,295	\$ 12,327.50		
November	5,578	\$14,856.00	4,031	\$ 7,390.00	3,928	\$ 5,970.50	5,746	\$ 12,035.50		
December	7,854	\$22,542.50	4,980	\$ 9,126.50	6,146	\$ 14,184.50	7,128	\$ 17,055.00		
TOTALS	46,455	\$114,350.00	42,518	\$78,968	47,145	\$106,436	49,390	\$ 114,587.75	33,896	\$80,826.00

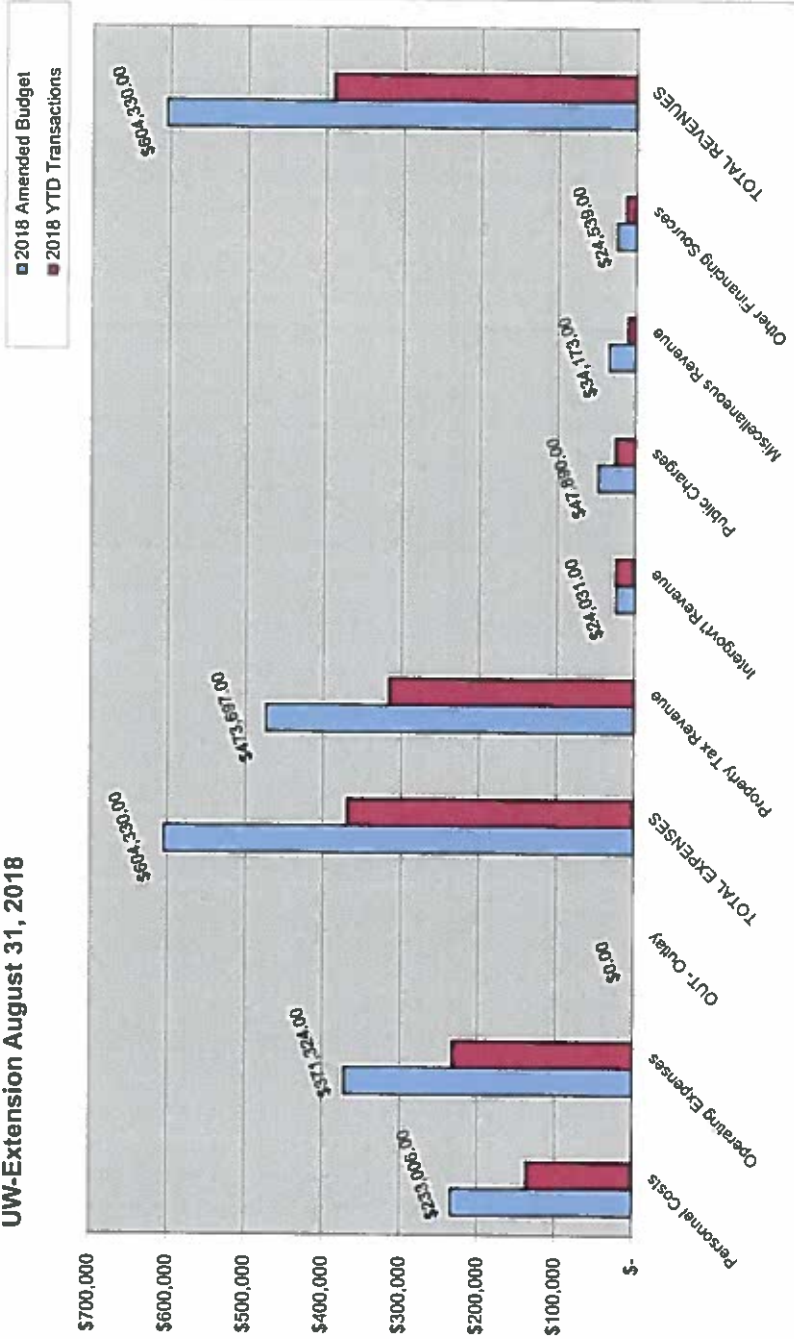
Neville Public Museum Attendance and Revenue August 2018

Date	Day	Admission	Guided Tours	Indirect Learning	Self-Guided Tours	UWEX	Facility Rental/Show	Exhibit Program Attendance	Total Attendance	Total Admission Revenue (Net)	Total Facility Rental Revenue	Wash. State Historic Preservation Commission	Outreach
2	Thursday	195				2	15		212	\$584.50			
3	Friday	29				1			30	\$139.00			
4	Saturday	99							99	\$396.50			
5	Sunday	91							91	\$368.00			
6	Monday								0				
7	Tuesday	88				1		175	264	\$343.00			
8	Wednesday	78				3	120		201	\$331.00	\$400.00		
9	Thursday	80	64			2			146	\$457.00			
10	Friday	75				4			79	\$250.50			
11	Saturday	106							106	\$421.00			
12	Sunday	77							77	\$360.50			
13	Monday								0				
14	Tuesday	99	62			1			162	\$514.00			150
15	Wednesday	59	9			4		21	93	\$221.00			
16	Thursday	79			78	3			160	\$559.50			430
17	Friday	75				4			79	\$287.00			
18	Saturday	72				1			73	\$263.00			
19	Sunday	81							81	\$336.00			
20	Monday								0				
21	Tuesday	141				4			145	\$394.50			
22	Wednesday	79				3			82	\$296.50			
23	Thursday	50				3	16		69	\$233.00	\$108.00		50
24	Friday	136							136	\$449.00			113
25	Saturday	73					15		88	\$278.00	\$110.00		238
26	Sunday	61							61	\$289.00			123
27	Monday								0				
28	Tuesday	95				6	113		214	\$309.50		\$60.00	
29	Wednesday	56				6			62	\$178.00			
30	Thursday	63				3	14	33	113	\$170.00			
31	Friday	47				3			50	\$148.00			
TOTAL		2,617	135	0	78	61	326	252	3,469	\$ 8,835.00	\$ 618.00	\$180	1104
July Total Attendance		3,631	August Total Attendance		3,469								
July Outreach		4,500	August Outreach		1,104								
July Grand Total Served		8,191	August Grand Total Served		4,573								

**Brown County UW-Extension
Unaudited
August 31, 2018**

	<u>2018 Amended Budget</u>	<u>2018 YTD Transactions</u>	<u>2017 Amended Budget</u>	<u>2017 YTD Transactions</u>
Personnel Costs	\$233,006.00	\$136,962.46	\$222,530.00	\$217,934.83
Operating Expenses	\$371,324.00	\$232,405.67	\$419,019.00	\$390,270.55
OUT- Outlay	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENSES	\$604,330.00	\$369,368.13	\$641,549.00	\$608,205.38
Property Tax Revenue	\$473,697.00	\$315,798.00	\$442,652.00	\$442,652.00
Intergov't Revenue	\$24,031.00	\$24,252.59	\$42,631.00	\$51,029.49
Public Charges	\$47,890.00	\$25,829.05	\$70,400.00	\$52,156.69
Miscellaneous Revenue	\$34,173.00	\$10,235.39	\$62,987.00	\$49,267.93
Other Financing Sources	\$24,539.00	\$13,707.84	\$22,879.00	\$20,264.85
TOTAL REVENUES	\$604,330.00	\$389,822.87	\$641,549.00	\$615,370.96

UW-Extension August 31, 2018



ZOO MONTHLY ACTIVITY REPORT For September 2018

Agenda items:

I. Zoo Director Report

Curator Report

Operations Report

Education/Volunteer Report (handout)

Adventure Park Report

Director additional updates

Animal Collection Report September 2018

The baby blue duiker born on exhibit in mid-August is growing fast and doing well. A Zoo intern "discovered" the birth and several visitors saw the baby even before Zookeepers did! At morning checks, the female duiker was still obviously pregnant. This species does not require any special maternity care (no need to separate mom from dad or keep the expectant mother indoors). The tiny baby was already licked clean and had been on its feet when it was first noticed around noon resting in the grass in the middle of the exhibit. Blue duikers are the smallest of several duiker species native to Africa. Although they look like a house cat sized deer, they are actually more closely related to cows, sheep and goats. They have fingernail sized hooves and both sexes have tiny horns. The bluish grey color of their hair is variable among individuals. Rocco and Spriggy have been very busy caring for their baby Daisy and visitors have been able to see lots of activity in the exhibit.

Two young black-necked stilts hatched at the Milwaukee Zoo were transferred to the NEW Zoo on 8/31/18. The birds are not currently a high breeding priority for the Species Survival Program but needed a home. Our zoo already had one male stilt who was in need of a companion. He had been housed with a killdeer plover from a rehab facility but the wild born killdeer did not feel comfortable with the close proximity of visitors that the stilt exhibit allows. He did, however, adjust very well to the large walk through aviary. Not surprisingly, he did not form any close bonds with ducks or pelicans. We thought that a black-necked stilt (a fellow shorebird) would make a more appropriate companion. In the past 10 years, black-necked stilts have been extending their range and although they are not common in Wisconsin, several pairs have been breeding in our state. The striking long legged, black and white, chirpy bird should make a great addition to the collection of native birds in the large aviary.

A local fish farm allowed Zoo staff to collect American bullfrogs from their grounds. Although they don't typically market frogs, the farm provides a perfect captive breeding site for frogs as well as fish. Our wetland exhibit in the Riley Building of the Northern Trail needed additional frogs. It now contains 1 male and 3 female bullfrogs: Travis, Rhonda, Lolita and one yet to be named frog. In order to provide good animal welfare to all of the animals, it is important for Zookeepers to identify every individual under their care. Naming the animals helps with this. Keepers need to monitor not only physical condition, but also behavioral changes. This means they need to develop a good understanding of each individual's personality and form a bond with every animal – including frogs.

Zookeeper Drew Dinehart is currently assisting with conservation field work for endangered black-footed ferrets. Every year, the NEW Zoo sends staff to spend several nights (10pm to sunrise) in the Conata Basin (near Badlands National Park) in South Dakota to assist field biologists in locating and capturing wild ferrets. Data is gathered on the captured ferrets before they are microchipped, vaccinated and returned to their burrows. The zoo partners with the black-footed-ferret Species Survival Program, USFWS and Prairie Wildlife Research to ensure the continued survival of this North American species. The black-footed ferret was once considered extinct in the wild but captive breeding and release programs have re-established viable populations in some portions of the animals' former range. Providing trained biologists like Drew to assist with field work is one way in which the Northeastern Wisconsin Zoo helps support important conservation projects in the wild.



United States Department of Agriculture
Animal and Plant Health Inspection Service

JRIVERA

2016082569266622 Insp. id

Inspection Report

Brown County New Zoo
4418 Reforestation Rd
Green Bay, WI 54313

Customer ID: 2366

Certificate: 35-C-0053

Site: 001

BROWN COUNTY NEW ZOO - 001

Type: ROUTINE INSPECTION

Date: 12-SEP-2018

No non-compliant items identified during this inspection.

This inspection and exit interview were conducted with the Curator of Animals.

Prepared By:

Jessica Rivera

RIVERA JESSICA, A C I USDA, APHIS, Animal Care

Title: ANIMAL CARE INSPECTOR 6070

Date:

12-SEP-2018

Received By:

Carmen Murach

CARMEN MURACH

Title: CURATOR OF ANIMALS

Date:

12-SEP-2018

NEW Zoo Operations Report: Aug 2018

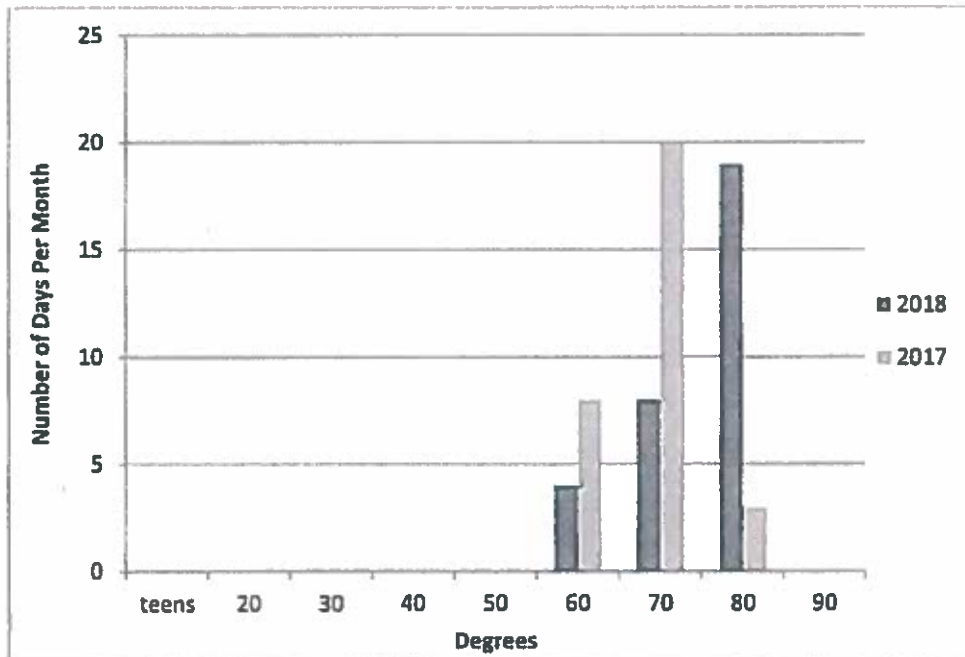
Noteworthy:

Average Temperature recorded at the zoo in August 2018 = 78.4°F

0 in the 50's, 4 in the 60's, 8 in the 70's and 19 in the 80's

Average Temperature recorded at the zoo in August 2017 = 73.5°F

0 day in the 50's, 8 in the 60's, 20 days in the 70's, and 3 in the 80's.



Lowest temperature for period in August 2016: 65°F, Highest Temp: 87°F

Lowest temperature for period in August 2017: 63°F, Highest Temp: 83°F

Very hot and humid month.

August 2018

- 35,093 visited the Zoo this August, compared to 35,535 in August 2017 (-442)
- Admissions sales were down from last year: \$180,406 vs \$188,581 (-\$8,175)
- Zoo passes sales were in excess of \$14,400 both this August and last August (\$14,291 vs \$14,467: -\$176)
- Gift Shop sales were \$58,327 this August compared to last \$47,789 (+\$10,537)
- Mayan sales were \$48,735 compared to \$46,625 last August (+\$2,110)

(over for more)

Per Caps August 2018:

Gift Shop \$1.66

Mayan \$1.39

Admission & Donations \$5.14

Per Caps 2017 August:

Gift Shop \$1.34

Mayan \$1.31

Admission & Donations \$5.33

NEW ZOO
ADMISSIONS REVENUE ATTENDANCE
2018
REPORT
2016, 2017 2018

ATTENDANCE

MONTH	2016	2017	2018	Change (-) / +
January	1,185	1,412	2,526	1,114
February	2,894	7,282	2,042	(5,240)
March	9,182	3,943	10,448	6,505
April	15,774	23,529	10,890	(12,639)
May	36,057	31,401	31,792	391
June	36,477	35,271	37,423	2,152
July	36,598	40,487	37,871	(2,596)
August	35,055	35,535	35,093	(442)
September	15,857	19,646		
October	28,954	22,122		
November	4,818	2,008		
December	1,080	1,185		
TOTAL	223,877	223,782	168,085	(11,869)

ADMISSION & DONATIONS

MONTH	2016	2016	2017	2017	2018	2018	Change	2018	2017	2018
	ADMISSIONS	DONATION	ADMISSIONS	DONATION	ADMISSIONS	DONATION	(-) / +	PER	PER	PER
January	2,366.00	-	3,901.50	-	4,593.00	0.07	691.57	\$ 2.03	\$ 2.76	\$ 1.82
February	4,897.00	40.95	15,827.50	-	3,730.50	-	(11,897.00)	\$1.71	\$ 2.15	\$ 1.83
March	26,807.50	-	17,388.50	-	37,200.50	-	19,814.00	\$2.93	\$ 4.41	\$ 3.56
April	61,616.50	263.75	104,286.00	-	44,582.00	-	(59,694.00)	\$3.92	\$ 4.43	\$ 4.09
May	158,908.50	-	164,889.50	3.27	156,442.50	-	(6,450.27)	\$4.41	\$ 5.25	\$ 4.92
June	171,481.78	365.05	196,164.50	-	194,136.00	4.13	(2,024.37)	\$4.71	\$ 5.56	\$ 5.19
July	177,410.50	58.00	231,924.50	-	205,262.00	-	(26,862.50)	\$4.85	\$ 5.73	\$ 5.42
August	156,114.50	-	188,581.50	845.53	180,406.00	-	(9,021.03)	\$4.45	\$ 5.33	\$ 5.14
September	71,414.00		99,180.50	9.75				\$4.50	\$ 5.05	
October	103,582.00		136,815.96	215.00				\$3.58	\$ 6.19	
November	18,537.00	120.00	26,490.00	75.00				\$3.87	\$ 13.22	
December	3,748.00	382.19	24,499.75	179.00				\$3.87	\$ 21.18	
TOTAL	\$ 958,884.28	\$ 1,227.94	\$ 1,208,747.71	\$ 1,327.55	\$ 826,362.50	\$ 4.20	\$ (97,243.60)	\$ 4.28	\$ 5.41	\$ 4.92

**NEW ZOO
GIFT SHOP, MAYAN
ZOO PASS REVENUE**

2018 REPORT 2016, 2017 2018					2016	2017	2018
					PER	PER	PER
Paws & Claws					CAP	CAP	CAP
Gift Shop	2016	2017	2018	(-) / +			
January	\$ 1,857.44	\$ 1,105.06	\$ 1,932.05	\$ 826.99	1.59	0.78	0.78
February	\$ 3,838.13	\$ 8,108.16	\$ 2,539.48	\$ (5,568.68)	1.33	1.11	1.24
March	\$ 11,371.54	\$ 7,415.33	\$ 15,398.22	\$ 7,982.89	1.24	1.88	1.47
April	\$ 20,838.16	\$ 32,514.62	\$ 15,216.25	\$ (17,298.37)	1.32	1.38	1.40
May	\$ 48,794.55	\$ 48,797.36	\$ 52,610.55	\$ 3,813.19	1.35	1.55	1.65
June	\$ 51,844.84	\$ 55,368.34	\$ 59,934.64	\$ 4,566.30	1.42	1.57	1.60
July	\$ 49,728.92	\$ 67,849.56	\$ 65,425.96	\$ (2,423.60)	1.36	1.68	1.73
August	\$ 44,739.84	\$ 47,789.78	\$ 58,327.57	\$ 10,537.79	1.28	1.34	1.66
September	\$ 12,417.17	\$ 20,622.79	\$ -		0.78	1.05	
October	\$ 11,267.02	\$ 11,577.67	\$ -		0.39	0.52	
November	3776 1/5	\$ 2,439.81	\$ -		0.78	1.21	
December	\$ 1,429.05	\$ 2,156.64	\$ -		1.34	1.85	
TOTAL	\$ 261,902.86	\$ 305,745.12	\$ 271,384.72	\$ 2,436.51	\$1.17	1.37	1.61

					2016	2017	2018
					PER	PER	PER
Mayan					CAP	CAP	CAP
Taste of Tropic	2016	2017	2018	(-) / +			
January	\$ 1,366.12	\$ 803.84	\$ 2,349.89	\$ 1,546.05	\$1.17	0.57	0.93
February	\$ 2,733.39	\$ 4,898.08	\$ 1,910.88	\$ (2,987.20)	\$0.94	0.67	0.94
March	\$ 9,870.27	\$ 4,758.52	\$ 10,341.30	\$ 5,582.78	\$1.08	1.21	0.99
April	\$ 17,327.48	\$ 24,776.09	\$ 11,498.37	\$ (13,277.72)	\$1.10	1.05	1.06
May	\$ 44,408.57	\$ 31,093.45	\$ 34,977.34	\$ 3,883.89	\$1.23	0.99	1.10
June	\$ 44,950.45	\$ 45,594.55	\$ 47,927.37	\$ 2,332.82	\$1.23	1.29	1.28
July	\$ 48,927.33	\$ 58,591.33	\$ 57,440.77	\$ (1,150.56)	\$1.34	1.45	1.52
August	\$ 47,329.16	\$ 46,624.84	\$ 48,735.38	\$ 2,110.54	\$1.35	1.31	1.39
September	\$ 20,001.01	\$ 23,336.28	\$ -		\$1.26	1.19	
October	\$ 17,310.18	\$ 14,345.89	\$ -		\$0.60	0.65	
November	\$ 3,811.77	\$ 2,208.40	\$ -		\$0.79	1.10	
December	\$ 1,133.91	\$ 1,641.49	\$ -		\$1.08	1.41	
TOTAL	\$ 259,169.64	\$ 258,672.76	\$ 215,181.30	\$ (1,959.40)	\$1.16	1.16	1.28

ZOO PASS						
MONTH	2016	2017	2018	(-) / +		
January	\$ 2,890.00	\$ 3,825.00	\$ 4,810.00	\$ 985.00		
February	\$ 3,640.00	\$ 9,579.50	\$ 4,880.00	\$ (4,699.50)		
March	\$ 16,045.00	\$ 10,251.00	\$ 21,312.00	\$ 11,061.00		
April	\$ 26,280.00	\$ 35,444.00	\$ 25,519.00	\$ (9,925.00)		
May	\$ 29,275.00	\$ 28,128.59	\$ 34,522.00	\$ 6,393.41		
June	\$ 19,991.00	\$ 28,043.00	\$ 30,686.00	\$ 2,643.00		
July	\$ 17,110.00	\$ 19,746.00	\$ 19,410.00	\$ (336.00)		
August	\$ 11,115.00	\$ 14,467.00	\$ 14,291.00	\$ (176.00)		
September	\$ 6,305.00	\$ 9,180.00	\$ -			
October	\$ 6,105.00	\$ 6,302.00	\$ -			
November	\$ 7,590.00	\$ 5,676.00	\$ -			
December	\$ 16,025.00	\$ 24,265.00	\$ -			
TOTAL	\$ 162,371.00	\$ 194,907.09	\$ 155,430.00	\$ 5,945.91		

Gift Shop, Mayan and Admissions Revenue Monthly Revenue August 2018

Day	Date	Gift Shop	Concessions	Zoo Admissions	Vending	Zoo Pass	Education	Donatio	Cons. Fund	Special Event	Attend.	Temp	Weather
Wed	1	1,783.62	1,235.44	4,426.50	1,634.95	840.00	80.00	-	10.44	-	896	83	3
Thu	2	1,325.79	900.65	3,678.00	391.88	340.00	175.00	-	2.21	-	769	63	3
Fri	3	2,288.84	1,959.46	7,500.00	987.07	578.00	473.00	-	2.54	-	1425	76	2
Sat	4	2,454.56	2,339.13	5,220.00	1,254.86	280.00	180.00	-	11.59	-	1482	85	2
Sun	5	2,173.78	1,918.60	7,293.00	1,151.37	70.00	170.00	-	1.34	-	1306	83	1
Mon	6	1,846.21	606.92	2,944.50	1,485.59	500.00	276.00	-	214.25	-	1717	80	2
Tue	7	1,690.37	1,274.99	5,034.00	745.12	560.00	322.00	-	613.81	-	1017	72	2
Wed	8	1,945.72	1,431.98	5,949.00	759.61	420.00	306.00	-	282.31	-	1160	81	2
Thu	9	1,863.86	1,503.29	5,313.00	2,069.37	350.00	180.00	-	184.57	-	998	81	1
Fri	10	2,622.86	1,798.28	5,628.00	1,183.59	644.00	132.00	-	151.68	-	1047	83	1
Sat	11	2,909.83	2,764.91	10,143.00	1,438.39	680.00	105.00	-	304.97	-	1675	81	1
Sun	12	2,350.87	2,644.90	8,370.00	1,174.42	389.00	295.00	-	252.97	-	1356	87	1
Mon	13	986.84	1,063.71	3,610.00	474.76	580.00	1,070.00	-	186.05	-	639	87	1
Tue	14	1,037.53	895.29	3,132.00	934.15	270.00	30.00	-	184.80	-	532	87	1
Wed	15	1,763.95	1,111.19	4,428.00	2,401.68	490.00	305.00	-	284.36	-	903	81	1
Thu	16	1,612.27	1,022.18	4,776.00	633.39	270.00	569.00	-	386.67	-	887	81	1
Fri	17	1,700.03	1,707.61	6,370.50	1,050.16	609.00	700.00	-	220.88	-	1142	83	1
Sat	18	3,788.44	3,163.55	12,288.00	1,431.38	490.00	120.00	-	151.00	-	2028	78	2
Sun	19	2,330.58	2,437.00	9,015.00	1,146.58	280.00	80.00	-	119.55	-	1526	80	2
Mon	20	1,603.90	1,380.27	4,341.00	711.92	70.00	70.00	-	320.65	-	813	76	2
Tue	21	1,371.38	1,286.27	3,730.50	2,110.36	890.00	503.00	-	109.26	-	1016	71	3
Wed	22	2,478.28	2,186.79	11,947.50	1,127.26	640.00	275.00	-	291.37	-	2129	77	2
Thu	23	2,156.68	1,971.11	6,081.00	1,937.75	350.00	45.00	-	336.95	-	1259	80	2
Fri	24	895.28	648.07	1,806.00	244.98	300.00	-	-	149.25	-	321	67	3
Sat	25	3,002.35	2,317.49	10,374.00	1,285.36	550.00	20.00	-	75.76	-	1871	76	2
Sun	26	2,063.66	1,582.29	6,801.00	636.23	650.00	40.00	-	220.00	-	1177	80	3
Mon	27	863.66	466.45	3,349.50	240.05	140.00	335.00	-	0.28	-	555	81	3
Tue	28	522.45	351.22	1,494.00	155.99	70.00	10.00	-	147.28	-	364	80	3
Wed	29	1,160.24	1,230.75	3,759.00	2,347.70	490.00	60.00	-	406.21	-	775	65	2
Thu	30	1,881.31	1,559.58	5,109.00	607.94	905.00	30.00	-	587.17	-	1045	68	1
Fri	31	2,053.11	2,006.03	6,555.00	702.08	716.00	40.00	-	352.05	-	1,030.00	78	2
Total		\$ 58,327.57	\$ 48,735.38	\$ 180,406.00	\$ 34,426.04	\$ 14,291.00	\$ 6,976.00	\$ -	\$ 6,552.22	\$ 1,000.00	35,093	78.4	1.87

Temp and weather avg

Weather Key 1 = Sunny 2 = Overcast 3 = Rain 4 = Snow
Vending Consists: Stroller, Animal Feed, Giraffe, Pepsi, Carousel, Train, Penny Press, Hurricane Simulator, Footsie Woolie, Telescop

August 2018 Adventure Park Report

In the month of August the Adventure Park had a total income of \$41,032. The month had a general admission attendance of 2,750 people generating \$33,964. We saw 10 groups this month for an additional \$4,800. Vending, memberships, and bike rental contributed the final \$2,268.09.

This month began the change of the seasons. We began to see more groups as we began to lose staff back to school. Our staff this summer did a great job and under Jeff's guidance provided a quality experience for all guest.

We have actively been recruiting new staff for the fall season. While we only operate on weekends for the public, we will continue to offer group programing throughout the week.

I quickly have become more comfortable in my role here. My focus has been coverage of positions on the course while we have been in transition of staff. We continue focus on groups for the fall season.

Respectfully submitted,

Nathaniel Wagner

Adventure Park Supervisor



**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 9-19-18

Agenda No. : Ed. & Rec.

Motion from the Floor

I make the following motion: To include water runoff
planning ~~study~~ in the Fairgrounds Master Plan, specifically
on the North side of the Fairgrounds.

Signed: 

District No.: 18

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)